

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 25th day of June 2014 at the Water Pollution Control Center

PRESENT: Commissioner James Riester, Vice-Chairman
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Marc R. Smith, Chairman
Commissioner Dennis Brochey
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Thomas W. Blodgett, CRA Infrastructure & Engineering
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Vice-Chairman Riester called the meeting to order at 3:34 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the minutes of the May 28, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	25.90
Dig Safely	Digging Notifications	57.50
Frontier	Mapleton Rd PS	52.95
National Fuel	Plant	1,770.07
National Fuel	Townline Road	164.26
National Fuel	Shawnee Road	4.83

National Grid	Elec Dist. - East Canal PS	1,224.14
National Grid	Elec Dist. - Mapleton Rd	189.81
National Grid	Elec Dist - Moyer Lift	136.53
National Grid	Elec Dist - Plant (2 months)	19,442.72
National Grid	Elec Dist - Shawnee Road	206.00
National Grid	Elec Dist - Tonawanda Creek Rd PS	487.61
National Grid	Elec Dist - Townline Rd PS	706.70
National Grid	2044 Niagara Falls Blvd (meter)	21.93
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (March 2014)	790.52
Niagara County Public Works	Elec Supply - Mapleton PS (April 2014)	169.16
Niagara County Public Works	Elec Supply - East Canal PS (April 2014)	1,341.69
Niagara County Public Works	Elec Supply - Moyer Lift (April 2014)	90.71
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2014)	136.65
Niagara County Public Works	Elec Supply - Townline Rd (April 2014)	737.93
Niagara County Public Works	Elec Supply - Plant (April 2014)	17,274.53
NYDEC	Annual Permit Fee - Stack Air Quality	160.00
NYSEG	Rapids Road PS - Electric & Natural Gas	1,639.25
Time Warner	Internet	758.17
Town of Wheatfield Water	Plant	845.55
Verizon	East Canal	25.42
Verizon	Moyer Lift	25.42
Verizon	Rapids Road PS	25.08
Verizon	Plant	143.45
Verizon	Shawnee Rd PS	25.07
Verizon	Tonawanda Creek	29.79
Verizon	Townline Rd PS (2 months)	51.12
Verizon Wireless	Cellular Phone	65.46
WNY Occupational Medicine	Seasonal Physical & Drug Testing Charges	388.00

TOTAL

\$ 49,234.94

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste	Sludge Disposal	19,066.02
Augies Automotive	Rotate Tires/ Vehicle Inspection	35.00
Beau Enterprises **	Right of Way Clearing	169,765.00
Biotrax	Laboratory Services	440.00
Chudy Paper	Paper Towels/Toilet Tissue	273.42
CRA	May Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	3,458.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	10,443.75

CRA	2014 I/I Project (Project #631071)	8,910.00
CRA **	Capital Plan Phase 2 (Project #630806)	13,562.50
CRA	2014 Roof Replacement (Project #631067)	4,815.00
CRA	SPDES Permit Compliance (Project #631076)	12,320.00
Creekside Sales & Services	Pole Pruner, trimmer repair, maintenance supplies	733.47
Cummins Northeast LLC	Coolant for Generators	107.58
Danforth	Wet Well Air Flow Measurements	795.00
Evoqua Water Technologies	Lab Grade Water	328.36
Fisher Scientific	Lab Supplies	196.97
Greater Niagara Mechanical	Remove Refrigerant out of Refrigerator in Lab	204.00
Gui's Lumber	Maintenance Supplies	65.97
GZA GeoEnvironmental, Inc.	Aquatic Toxicity Testing	787.00
H.A. Treichler & Sons, Inc.	Flowers for NCSD #1	53.94
Hahn, Anthony	Travel Mileage	82.88
Hohl Industrial **	Contract No. 45G - Capital Plan Phase 2	52,673.24
Isle Chem	Lab Analysis	1,258.00
K & K Janitorial Service, Inc.	General Cleaning for June 2014	390.00
Kemira	Ferrous Chloride	4,118.26
Koester Associates	Shawnee Rd PS - Evaluate & Repair Priming System	190.00
Lubrication Engineers, Inc.	Dry Film Lubricant	161.88
M&T Trust Co.	Administrative Fee for Bond Payment / 2012E	3,404.00
Masterman's	Lab Supplies	113.34
McMaster Carr	Repair clamp for pipe & tubing, hose clamp	1,055.60
Modern Corporation	Dumpsters	174.90
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Air & Oil Filters	172.35
O'Connell Electric **	Capital Plan Phase 2 Contract - Electrical	8,336.25
Polydyne Inc.	Polymer	15,042.00
R.B. U'Ren Equipment	Aerial Lift Rental	431.00
Schaefer Supply	Plumbing Supplies	41.40
Sharp Printing	NCSD #1 Envelopes	79.01
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Southworth Milton	Repair Emerg. Generator/Plant & Townline Rd/Mapleton Rd, plus generator parts for plant & mapleton rd	5,880.60
TECsmith Inc.	Maintenance & Repair on Influent Chamber	650.00
Teixeira, Joanne	Travel Mileage for budget meeting in Lockport	20.83
Toski & Co. P.C.	2013 General Audit Costs	4,200.00
Vona, P. Andrew	Monthly Retainer-May 2014/Legal Services	2,500.00
Water Environment Federation	D. Kummer & J. Timkey Renewal Dues	188.00

WW Grainger Inc	Disposable Respirators, Screwdrivers, Fire Hose, Duct fan, label cartridge, Air handler hose, gas detector, batteries/recycling container, liners, sunscreen	3,211.73
TOTAL		\$ 351,760.25

TOTAL FORWARDED	\$ 49,234.94
TOTAL APPROVED O&M	<u>351,760.25</u>
GRAND TOTAL APPROVED	\$ 400,995.19

This motion was carried.

Review of the May 2014 Financial Report showed an Operation and Maintenance balance of \$9,463,134.98

Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso it was resolved that the Sewer District's May 2014 Financial Report be approved as presented. This motion was carried.

Communications:

a. SPDES Permit Lab Parameters - Mr. Timkey reported that the new SPDES permit requires the District to perform analysis of enterococci. He stated that the lab which we are now using will no longer be certified to perform this test, as of June 30, 2014. Mr. Timkey stated that the nearest commercial lab certified to do this analysis is in Rochester. He stated that it will be necessary to use a courier service to deliver the samples twice a week on a same-day basis as the holding time for the samples is 6 hours. Mr. Timkey is expecting to have a courier within the next week and will report progress to the board at the July meeting.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Operations Staffing - Mr. Timkey reported that the District requires 10 operators to maintain full staffing and that 3 of the current 10 operators have over 36 years of service with one of them indicating a possible retirement date of February 2015. He stated that contract negotiations with the Teamster's Union could potentially result in more retirements from high seniority operators. Additionally,

one operator will be on sick leave until November, 2014. Mr. Timkey stated that it takes 18 months training for trainees to receive their 2A certification and up to 5 years to receive their 3A. Mr. Timkey indicated he may be asking to hire an operator trainee in the near future.

b. Wet Well Gas Monitors, Treatment Plant - Mr. Timkey reported that the District needs a new wet well gas monitor. Mr. Timkey received three quotes and the lowest cost at \$6,735.00 plus approximately \$30 for shipping from Martech for a Scott Safety Gas Detection System. The quotes did not include installation. Mr. Lannon suggested that the District use Kandey Company as they are under contract with the work they are doing at the pump station. Mr. Timkey requested board approval for the purchase from Martech for a Scott Safety Gas Detection System at the cost of \$6,735.00 plus approximately \$30 for shipping. The price does not include installation

Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives John Timkey approval to purchase a Scott Safety Gas Detection System from Martech at the cost of \$6,735.00 plus approximately \$30 for shipping. The price does not include installation. This motion was carried.

c. Valve Acuator Replacement for Filter #2, Treatment Plant - Mr. Timkey reported that one of the valve actuators for Filter #2 in the treatment plant needs to be replaced. Mr. Timkey stated that Nibisco Automation is the sole source for this original equipment. Mr. Timkey requested board authorization to purchase the OEM Replacement Actuator from sole source Nibisco Automation at the cost of \$6,852.00.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request of the purchase of the OEM Replacement Actuator from sole source Nibisco Automation at the cost of \$6,852.00. This motion was carried.

d. Gear Box Replacement, Return Sludge Pump #3, Treatment Plant - Mr. Timkey reported that he is reviewing quotes for a replacement gear box for return sludge pump #3 in the plant. He has quotes that range between \$8,000 - \$27,000 and needs to evaluate the reliability of the apparent lowest quoted gear box before presenting a recommendation to the board.

Administrative Directors Report:

a. Sludge Hauling & Disposal Bid - Mr. Hahn reported that he received Mr. Vona, the District's attorney's input for feedback for any modifications to the bid specifications for the new contract. The current contract is due to expire on September 30th. Mr. Hahn added that Mr. Vona's suggested additions to the contract will be included in the contract's final draft of the sludge bid which he will present for board approval at the July administrative board meeting.

b. Audit - Mr. Hahn reported that he has received a draft copy of the 2013 audit report from Toski & Company the District's auditor. The report said that our spending went up last year. Mr. Hahn stated that he budgets \$200,000/year for repair and maintenance spending, but last year spending increase by approximately the same amount due to two more roofs this year in this year's audit. Mr. Hahn stated that Toski auditor had no additional questions, and that the finalized report will be available in a few months and that Toski & Company will be available if requested, to present the report to the board.

c. Niagara Technology Crescent - Mr. Hahn reported that grant application for one of the two legs of the Niagara Technology Crescent Project (one to Yahoo in the Town of Lockport, and one to the proposed industrial park in Cambria) were applied for on June 13th. Mr. Hahn wanted to thank Tom Blodgett of CRA for his assistance with the information required and to Bernie Rotella of Rotella Grant Management in completing the grant project application. Mr. Hahn stated that the District may not know until the Spring of 2015 if the District will receive this grant.

d. Town of Niagara Full Member - Mr. Hahn reported that the process of the Town of Niagara becoming a full member of the District went through Niagara County Public Works, the Niagara County

Administrative Committee and was presented to the Niagara County Legislature and that it will be addressed again at the August legislative meeting.

e. Personnel - Mr. Hahn reported that he along with John Timkey, the District's Chief Operator met with Robert Bonilla, Teamster's Union Representative and David Watroba, Niagara County Labor Relations to discuss labor relations and health and safety regarding the operators.

Engineering Report:

1. General Retainer (CRA Project No. 630191)

- Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support services
- Pendleton/Cambria/Lockport Interceptor Extension assistance (CFA Application and SEQR)
- Electrical review/Demand response – electrical site visits, generator to power entire WPCC
- Wet well air handling and monitoring options/estimates
- **BOARD ACTION REQUESTED – Discuss SEQR for Int. Ext., Wet Well Air Handling, & WPCC Generator**

SEQR for Interceptor Extension - Mr. Lannon updated the board regarding the Niagara Technology project. The project is likely to be a SEQR type 1A action as part of the interceptor will run along the old train tracks where a narrow trench needs to be dug for the gravity forced main. There will most likely need to have a archeological survey done as it is a archeological sensitive area around Mapleton Ponds. The SEQR is the first step of the project along with naming the NCSD #1 as lead agent for the project. Mr. Lannon stated that he will come back with a rough fee estimate of the project as it is only a 20% match from the state and CRA will need to research the sub contractors needed to put in place to advise and consider it is a formal project. Mr. Lannon will report back at the July meeting.

Electrical review/Demand Response Generator Power - Mr. Lannon reported that CRA researched the cost of purchasing a generator to take the NCSD #1 off the grid in case of a worse case scenerio of an electrical grid crash. Mr. Lannon stated that it would require a 1.2

mega watt generator at the cost of several hundred thousand dollars for the generator plus installation for an overall cost of over half a million dollars. Currently the District is set up with two backup generators and it is not a conducive set-up to hook up a generator to for an easy switch on and switch off system. Currently our two generators are hooked up and interlocking. He stated that one generator, would be at the cost of over a half a million dollars and the payback rate to the district would be 20 years.

Wet Well Air Handling - Mr. Lannon stated that the subject was discussed with Mr. Timkey during the Chief Operators report.

2. Capital Plan Phase 2 (CRA Project No. 630806)

- Influent Screens and Aeration Grit Removal System project – contract closeout and final payments
- R.O.W Clearing Contract – work is continuing. Final completion expected next month.
- BOARD ACTION REQUESTED – None

3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)

- Next steps, Implementation and schedule for approved plan
- BOARD ACTION REQUESTED – None

4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)

- Submittal reviews continuing, waiting on equipment lead time/delivery
- BOARD ACTION REQUESTED – None

5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)

- Awaiting contract execution with Grove Roofing in the amount of \$497,200
- **BOARD ACTION REQUESTED – Status of Contract execution with Grove Roofing**

Mr. Lannon requested board approval to execute the contract for the 2014 Roof Replacement Project with Grove Roofing Services, Inc., in the total amount of \$497,200.00 pending review of the Board's legal counsel, Andrew Vona.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby give Vice-Chairman James Riester board authorization to sign the execution of the 2014 Roof Replacement Project with Grove Roofing Services, Inc. in the total bid amount of \$497,200.00. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the execution of the contract for the 2014 Roof Replacement Project with Grove Roofing Services, Inc. in the total bid amount of \$497,200.00, pending review of the Board's legal counsel, Andrew Vona. This motion was carried.

6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)

- Field inspections and database work continuing, update on concerns found to date
- BOARD ACTION REQUESTED –

Mr. Lannon reported the manhole inspection program is going extremely well. So far under the inspections, several issues have been discovered including evidence of tampering/vandalism. Some manholes have been located with extremely large rocks, tree branches, and also a propane cylinder for a gas grill. These items are impeding the flow of the sewers. District maintenance staff will assist in clearing these items. Mr. Lannon suggested that the District consider locking sewer covers for replacement in problem and out of the way areas.

7. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)

- Clarifier baffle design advertised June 25, 2014. Bids scheduled to be accepted on July 16, 2014. Flow Study Work Plan/Mercury Minimization Program work ongoing
- BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona stated that there was nothing new to report this month.

New Business:

a. 2015 Budget - Mr. Hahn reported that he is working on the 2015 budget and will be completed by the second week of September. Mr. Hahn will have a draft to present to the board at the July meeting. Mr. Hahn stated that it would be a good idea to target some of next year's monies toward the NCSD #1 Capital Plan and that he plans on keeping with a 1% - 2% budgetary increase as in years past.

b. Vacuum Truck - Mr. Hahn stated that he has \$375,000 budgeted for a new vacuum truck and that our vacuum truck is 25 years old and in need of replacement. Tom Blodgett and Robert Lannon of CRA are assisting Jason Lang, the District's Maintenance Supervisor in researching a new truck which the District would like to also last 25 years.

c. 2014 CMOM District I/I Monies - Mr. Cliffe inquired on how the District will utilize the 2014 \$100,000 allocation for District I/I. Mr. Lannon stated that the manhole inspections that CRA is currently completing on behalf of the District would be considered an acceptable project for the District-wide I/I program. Mr. Lannon stated that the manhole inspection program and the results from said inspections, as well as each Member Towns projects will be included in the District's Annual CMOM Report required to be submitted to the DEC in February.

d. 2014 CMOM Town I/I Monies - Mr. Cliffe stated that the Town of Wheatfield has approximately 45% of the sewer connections District-wide and that contribute 42% of the District's revenue. Mr. Cliffe requested if the board would look into the distribution calculations

for I/I monies the individual town receive every year and that the I/I monies which the Town of Wheatfield receives would be increased. Mr. Hahn stated that he would do some calculations and report back at the next board meeting.

Adjournment:

Upon motion duly made by Sylvia Virtuoso and seconded by Robert B. Cliffe the meeting adjourned at 4:37 p.m.